

**PERSONNEL**Substitute Teachers

## A. Generally

The superintendent is authorized to employ the best qualified persons available to serve, as needed, as substitute teachers and shall make every effort to obtain the services of licensed substitute teachers endorsed in the subjects they are to teach.

No substitute teacher shall be employed for less than one-half day.

## B. Compensation

Substitute teachers shall be paid a per diem rate to be established annually by the board. After fifteen (15) days of continuous service in the same position, a substitute teacher holding a four-year degree shall be paid, beginning with the 16th day, at a per diem rate for a 10-month employee on the 0 level of the teacher's salary scale. In those circumstances in which it is reasonably determined in advance that a substitute teacher will provide not less than fifteen (15) days of continuous service in the same position due to the health or circumstance of the regular teacher, the Superintendent or his designee is authorized to approve payment of such substitute at the per diem rate for a 10-month employee on the 0 level of the teacher's salary scale commencing on the first day of the substitute's employment provided that the substitute holds a degree from an accredited four-year college. Reasonable effort shall be made to secure substitute teachers holding four-year degrees to substitute for regular teachers who will be unable to work for a period in excess of fifteen (15) days.

Substitute teachers with less than a four-year degree will receive the regular substitute pay regardless of the number of days worked. (Exception: Retired Stafford County teachers who held valid teaching licenses as of their retirement shall be treated the same as teachers with four-year degrees.)

If a person substituting for a vocational teacher qualifies under Virginia State Board of Education regulations for that position, he/she will be paid at the same rate as a degree substitute teacher for the first fifteen (15) consecutive days in the position. After fifteen (15) days in the same position the substitute teacher will be paid at a per diem rate for a 10-month employee on the 0 level of the teacher's salary schedule. In those circumstances in which it is reasonably determined in

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advance that a substitute for a vocational teacher will provide not less than fifteen (15) days of continuous service in the same

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position due to the health or circumstance of the regular teacher, the Superintendent or his designee is authorized to approve payment of such substitute at the per diem rate for a 10-month employee on the 0 level of the teacher's salary scale commencing on the first day of the substitute's employment provided that the substitute meets the appropriate qualifications of the Virginia State Board of Education for a vocational teacher. Substitutes not qualifying under State Board regulations for the vocational position in question will be paid regular substitute pay.

### Editor's Note

See also division regulation #R5-57.

**Legal Reference:** Through June 30, 2000

**Code of Va., §22.1-299. License required of teachers.-**  
 "...In accordance with regulations prescribed by the Board (State), a person not meeting the requirements for a license or provisional license may be employed and paid from public funds by a school board temporarily as a substitute to meet an emergency."  
 (1992)

**Code of Va., §22.1-302. Written contracts required; execution of contracts; qualifications of temporarily employed teachers; rules and regulations.** (1999)

Regulations of the Virginia Board of Education. VR270-01-0000. "Teacher Certification." §2.1 D. "A substitute teacher who teaches continuously in excess of sixty (60) days or in excess of a total of ninety (90) days in any one school year shall hold a certificate." (July 1990)

Adopted by School Board: March 12, 1991  
 Amended by School Board: August 26, 1997  
 Amended by School Board: August 24, 1999